

# LONGCOT PARISH COUNCIL SCHEME OF DELGATION

## Issue History

Issue N°	Date of Adoption	Reference in Minute Book	Details of Change Made
1	23/03/2020 Via email	53/20 20/04/2020	First formal issue.

### 1. Responsible Financial Officer/Clerk

- a. The Clerk to the Council shall be the Responsible Financial Officer (RFO) to the Council and shall be responsible for the Council's accounting procedures, in accordance with the Accounts and Audit Regulations in force at any given time
- b. The Clerk to the Council shall be the Proper Officer of the Council and as such is specifically authorised to:
  - Receive declarations of acceptance of office
  - Receive and record members' interests
  - Receive and grant dispensations according to the Council's Code of Conduct; details of all dispensations received and granted to be reported to the Council at the next available meeting
  - Receive and retain plans and documents
  - Sign notices or other documents on behalf of Council
  - Receive copies of bye-laws made by the local authority
  - Certify copies of bye-laws made by the Council
  - Sign summonses to attend meetings of the Council
- c. In addition the Clerk has the delegated authority to undertake the following matters on behalf of the Council.
  - Day to day administration of services together with routine inspection and control
  - Authorisation to call any extra-ordinary meetings of the Council as necessary having consulted with the Chairman of the Council
  - Authorisation to respond immediately to any correspondence requiring or requesting information or relating to previous decisions of the Council but not correspondence requiring an opinion to be taken by the Council
  - Authorisation, in conjunction with the Chairman of the Council for any items below £500.
  - Emergency expenditure up to £500 outside of the agreed budget according to Financial Regulation 4.5
- d. Delegated actions of the Clerk shall be in accordance with Standing Orders and Financial Regulations and this Scheme of Delegation and in line with directions given by the Council from time to time.

### 2. The Council

- a. The Full Council (5 members) can take all decision's or it may appoint one or more Committees or Subcommittees for the purpose of discharging its functions. It may also delegate some of its functions to the officer(s) of the Council.
- b. The following matters are reserved to the Council for decision, notwithstanding that the appropriate Committee(s) may make recommendations thereon for the Council's consideration:

- Setting the precept
- Borrowing money
- Approval of the Council's Annual Accounts and completion of the Annual Return
- Making, amending or revoking Standing Orders, Financial Regulations or this Scheme of Delegation
- Making, amending or revoking bye-laws
- Making of orders under statutory powers
- Matters of principle or policy
- Nomination and appointment or representatives of the Council to any other authority, organisation or body (excepting approved conferences or meetings)
- Any proposed new undertakings
- Prosecution or defence in a court of law
- Nomination or appointment of representatives of the Council at any inquiry on matters affecting the Parish, excluding those matters specific to a Committee

### **3. Urgent Matters**

- a. In the event of any matter arising which requires an urgent decision the Clerk shall forthwith consult with the Chairman of the Council and with concurrence shall have delegated power to act on behalf of Council in respect of the particular matter then under consideration.
- b. Before the Clerk exercises the delegated powers granted by 3a above, the Chairman shall consider whether the matter is of sufficient import to justify the summoning of a Special Meeting of the Council in accordance with Standing Order 6.1.
- c. Any action taken under paragraph 3 must be recorded in writing and made available for inspection by any member of the Council. Full details of the circumstances justifying the urgency and of the action taken shall be submitted in writing at the next available meeting of the Council.

### **4. Committees**

- a. The Council does not currently appoint Committees.

### **5. Subcommittees**

- a. The Council does not currently appoint subcommittees.

### **6. Working Party**

- a. The Council does not currently appoint Working Parties.

### **7. Delegation - Limitations**

- a. Council shall, at all times, act in accordance with the Council's Standing Orders, Financial Regulations, this Scheme of Delegation and where applicable, any other rules, regulations, schemes, statues, bye-laws or orders made and with any directions given by the Council from time to time.

Review date October 2025